

SUBJECT FILE

1. The Subject File should consist of all official records of the office except correspondence and related form records pertaining to specific administrative issuances, tables of organization, and forms. The present location of facilities and personnel is adequate for the maintenance of the file, however, the Subject File should be reorganized with subject material filed according to a logical system such as the Subject-Numeric System.

The Subject-Numeric System of classifying and filing is an adaptation of both the simple subject and the numerical coding systems. The method retains the simplicity of alphabetical arrangement of subject matter titles, brings together related subjects still using the basic principle of alphabetic sequence, and provides in its file designations a compromise between long, understandable titles, and short numerical designations. As indicated by its name, in the Subject-Numeric System the main designations (primary subjects) are actual identifying words used as subject matter titles, and the subdivisions (secondary and tertiary subjects) of these main subjects are assigned numerals.

Specifically, primary subjects are always indicated by title or abbreviation of title. Secondary and tertiary subjects are indicated by title in the subject list, but for ease in classification they are also identified by numerals. Secondary and tertiary numerals are separated by a dash. For example, the primary subject ORGANIZATION AND MANAGEMENT, is subdivided into several secondaries, one of which is entitled Improvement Program. The secondary is further identified by the numeral two (2). A tertiary division of this secondary subject is Suggestions and Honor Awards which is further identified by the numeral one (1) preceded by a dash (-).

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances
- 2 Improvement Program
- 2-1 Suggestions and Honor Awards

A document, therefore, concerning an employee's suggestion for increased efficiency in Agency operations would be classified ORGANIZATION AND MANAGEMENT 2-1 and placed in a folder of identical designation.

RESTRICTED

RESTRICTED

Security of Information

Under the system suggested each primary subject would be indicated by the use of a pressboard divider or guide bearing the subject title. The guide should be letter size with a metal "window" type tab of one-third cut located in the center of the guide. The guide would be followed by a letter size, straight cut, plain tab, non-reinforced, 9½ point kraft folder bearing the primary subject title. Folders for secondary subjects would follow the primary subject folders and bear the primary subject followed by the number and title of the secondary subject.

New folders should be prepared yearly with the calendar year shown in the right-hand corner, this is to provide the means for periodic retirement to the CIA Records Center.

This Office will assist personnel of Organization and Methods Service in instituting the Subject-Numeric System and arrange for retirement of inactive material if recommendations are adopted.

2. A charge-out system should be instituted in the maintenance of the Subject File, using a charge-out card similar to the one in Tab A1.

3. The practice of fastening material in folders should be eliminated. This would result in a saving of time and facilitate reference to the material.

SUBJECT LIST

RESTRICTED

ACCOUNTING

This subject pertains to all fiscal accounting transactions involved
in the receipt, disbursement and other handling of appropriated funds.

ACCOUNTING

This subject pertains to annual, deficiency and supplemental estimates and appropriations, budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

DO NOT use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds - see ACCOUNTING.

APPROPRIATIONS (BUDGET)

RESTRICTED

Security Information

AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

See TRAVEL _____ for travel authorizations

See PERSONNEL _____ for appointment authorities

AUTHORIZATIONS

RESTRICTED

Security Information

RESTRICTED
Security Information

BUILDINGS

This subject pertains to the acquisition, construction, operation and disposal of laboratories, office buildings and other structures and the grounds necessary to maintain such installations. For protection of buildings and grounds from vandalism or possible sabotage, see SECURITY____)

BUILDINGS

RESTRICTED

This subject is for general use only, DO NOT use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES for Boards of **Surveys**.

Optional Arrangement: Case file as required.

COMMITTEES

RESTRICTED

Security Information

COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, telegrams and correspondence, installations of telecommunication facilities, systems, etc.

COMMUNICATIONS

RESTRICTED

Security Information

This subject is for general use only. DO NOT use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES _____ for contracts for the procurement of equipment and supplies.

CONTRACTS

~~RESTRICTED~~
Security Information

COOPERATION

This subject pertains to policies, procedures and agreements concerning cooperative relationships with Individuals, States, Foreign Governments, Federal Agencies or Organizations.

COOPERATION (Includes Agreements and Memoranda of Understanding)

~~RESTRICTED~~
Security Information

This subject pertains to schools, colleges and other educational or training facilities for Non-Federal Employees. See PERSONNEL for FEDERAL EMPLOYEES.

EDUCATION (TRAINING)

~~RESTRICTED~~
Security Information

EMPLOYMENT

This subject pertains to the employment of Non-Federal Personnel only. See PERSONNEL for matters pertaining to Federal employees.

EMPLOYMENT

~~RESTRICTED~~

Security Information

This subject pertains to procurement, utilization, management and disposition of equipment, supplies and materials, except:

See BUILDINGS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

EQUIPMENT AND SUPPLIES

This subject pertains to forms design, standardization, revision, clearance, control, supply and issuance.

FORMS

RESTRICTED

Security Information

INFORMATION

This subject pertains to the general informational activities of the Agency, including the preparation, publication and distribution of published materials and dissemination of information through the use of exhibits, graphics, films, recordings, etc. The file is intended primarily for correspondence- copies of publications and other bulk material should be maintained separately.

INFORMATION

RESTRICTED

Security Information

INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Agency employees and associates. Also case files may be established, as required. Classify by name of senior author or other appropriate classification.

INVENTIONS

This subject is for general use only. Do not use for material that
can be filed under more specific subjects, sch as:

See PERSONNEL for personnel investigations.

INVESTIGATIONS

This subject pertains to legislative proposals, copies of bills and resolutions, committee reports, hearings, etc.

LEGAL

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects. See COMMITTEES for material pertaining to committee meetings.

MEETINGS

This subject pertains to the executive or administrative structure of the Agency; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; management policies; procedures; and all administrative or authoritative issuances of the Agency.

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Circulars, Memoranda and Manuals)
- 2 Improvement Program
 - 2-1 Suggestions and Honor Awards
 - 2-2 Surveys and Studies
- 3 Inspections (Field)
- 4 Establishment, Reorganization and Liquidation
 - 4-1 Decentralization and Dispersal
 - 4-2 Functions - Delegations
 - 4-3 Internal (File by name of organizational Unit, as required)
 - 4-4 Other Federal Agencies
- 5 Programs and Plans (General only. Do not use this subject for material that can be classified under more specific subjects.)
- 6 Procedures and Methods
- 7 Tables of Organization and Charts

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc. DO NOT use for any papers involving status or service record of an employee. Such papers should be included in the designated "Official Personnel Folder". See Civil Service Handbook S812, Basic Personnel Records and Files Systems for Federal Agencies.

PERSONNEL

RESTRICTED
Security Information

This subject pertains to general phases of public relations only.

See COOPERATION for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

This subject pertains to policies, procedures and systems for handling, filing and disposing of records.

RECORDS MANAGEMENT

This subject is to provide for the filing of NON-Record, REFERENCE material when such material is maintained in filing equipment.

Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved of processed documents fall into this category.

REFERENCE LIBRARY

Security Information

This subject pertains to the safeguarding of information and material, which, in the best interests of National Defense and safety should not be disclosed to unauthorized persons.

SECURITY

RESTRICTED

This subject pertains to the shipment and routing of equipment,
materials and supplies.

TRANSPORTATION

TRAVEL

This subject pertains to the travel of employees or others on official business, including policies, procedures and regulations.

Case files by name of traveller may be established as required and may be accomplished by writing the name of the traveller as part of the file designation, thus:

TRAVEL (Brown, Harry)

TRAVEL

~~RESTRICTED~~

Security Information

VEHICLES

This subject pertains to acquisition, utilization and disposition of automobiles, trucks and other vehicles, including policies, procedures and authorities for their use. Includes also material regarding the procurement, accountability, use and disposal of tires and tubes.

VEHICLES

~~RESTRICTED~~

Security Information